



## Revision Log

Revision No.	Effective Date	Prepared By	Description of Changes	Affected Pages
R0	08/25/99	John L. Day	New Document	All
R1	10/01/2004	Andrew E. Gallegos	Revised to address new processes, format to new template requirements, and in accordance with QP-4.1 two-year review requirements.	All

## QP-7.2, R1, Supplier Evaluation

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### List of Acronyms and Abbreviations

DOE	US Department of Energy
ECR	Environmental Characterization and Remediation Group
LANL	Los Alamos National Laboratory
NELAP	National Environmental Laboratory Accreditation Program
QII	Quality Integration and Improvement
QSL	Qualified Suppliers List
QP	quality procedure
QPPL	Quality Program Project leader
RRES	Risk Reduction and Environmental Stewardship
RS	Remediation Services

## QP-7.2, R1, Supplier Evaluation

### 1.0 PURPOSE

- 1.1 This quality procedure (QP) states the responsibilities and describes the process for evaluating and approving potential suppliers who provide items and/or services for the Los Alamos National Laboratory (LANL or the Laboratory) Risk Reduction and Environmental Stewardship (RRES) Remediation Services (RS) Project/Environmental Characterization and Remediation Group and for implementing and maintaining the RRES-ECR Qualified Suppliers List (QSL).
- 1.2 Specifically excluded from this procedure are suppliers of computers, office supplies, and other non-quality affecting off-the-shelf items.

### 2.0 SCOPE

- 2.1 All **RRES-RS/ECR participants** shall implement this mandatory QP when performing and documenting supplier evaluations for the RRES-RS Project/ECR.

### 3.0 TRAINING

- 3.1 **RRES-RS/ECR participants** shall train to (e.g., by reading and/or classroom training) and use the current version of this QP; contact the author of this QP if the text is unclear.
- 3.2 **RRES-RS/ECR participants** using this QP shall document training in accordance with QP-2.2, Personnel Training.
- 3.3 **RRES-RS/ECR participants** implementing approved statements of work and/or QP-5.3, Readiness Planning and Review, shall submit training records as required by those documents.
- 3.4 The responsible **project leader** shall monitor the proper implementation of this procedure and ensure that the appropriate personnel complete all applicable training assignments.
- 3.5 **RRES-RS/ECR participants** may request assistance with implementation of this procedure from the RRES-ECR Quality Integration and Improvement team.

### 4.0 DEFINITIONS

- 4.1 *National Environmental Laboratory Accreditation Program* — A national accreditation process that requires analytical laboratories to submit documented objective evidence (e.g., a completed NELAP application) verifying successful completion of laboratory proficiency testing and on-

site assessment. Proficiency test providers approved by the National Institute of Standards and Technology administer proficiency testing for NELAP accreditation.

- 4.2 *Qualified Suppliers List*—A listing of suppliers approved and qualified to provide items or services to the RRES-RS Project/ECR.
- 4.3 *RRES-RS/ECR participant*— An inclusive term for any University of California/staff augmentation employee, deployed worker, or subcontractor, inclusive of project leaders, team leaders, and project personnel, who participates in activities conducted as part of or on behalf of RRES-RS/ECR.

## 5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure:

- Project leader
- Quality specialist
- Quality Program project leader
- RRES-RS/ECR participants
- Subcontractors
- Team leader

## 6.0 PROCEDURE

### 6.1 Choose Supplier Evaluation Method

RRES-RS/ECR participants shall choose an evaluation method from action steps 6.1.1 through 6.1.4 to qualify suppliers of goods and services to the RRES-RS Project/ECR. These methods are

- evaluate using other organization's information,
- document supplier history,
- perform quality program evaluation (desk assessment), and/or
- perform independent assessment (on-site visit).

#### 6.1.1 Evaluate Using Other Organization's Information

**Note:** Other organizations refer to the US Department of Energy (DOE), Laboratory divisions and/or specific groups, subcontractors performing work for the RRES-RS Project/ECR, and/or environmental laboratory accreditation programs such as NELAP.

- 6.1.1.1 **RRES-RS/ECR participants** shall contact the Sample Management Office team leader to initiate formal contact with analytical laboratories.
- 6.1.1.2 The **quality specialist** shall perform a supplier evaluation by reviewing supplier information (e.g., assessment reports, evaluations, survey reports) from other organizations to determine the supplier's technical and quality capability.
- 6.1.1.3 The **quality specialist** shall ensure organizations that provide supplier information have implemented a quality program that meets the requirements of the RRES-RS Project Quality Management Plan.
- 6.1.1.4 The **QPPL** may use the results of subcontractor evaluations and/or the Laboratory Institutional Evaluated Supplier List at <http://ps.lanl.gov/source/orgs/ps/ps1/set.shtml> to determine the qualification of the supplier.
- 6.1.1.5 The **QPPL** shall first reference NELAP at <http://www.dhs.ca.gov/ps/ls/ELAP/html/lablist.htm> to verify an analytical laboratory's qualification for addition to the RRES-ECR QSL.
- 6.1.1.6 The **QPPL** shall qualify (add to the RRES-ECR QSL) NELAP-accredited analytical laboratories for the period of one year. NELAP-accredited analytical laboratories will be assessed in accordance with action step 6.1.4.2, as determined by the QPPL and the Sample Management Office.
- 6.1.2 Document Supplier History
  - 6.1.2.1 The **quality specialist** shall perform a document-review survey of the supplier's history of providing an identical or similar item or service that performs satisfactorily in actual use.
  - 6.1.2.2 The supplier's history may include a product acceptance plan (i.e., documented objective evidence inclusive of statistical graphs, subcontractor performance evaluations [refer to QP-7.3], and/or other documentation that verifies the supplier's performance).

**Note:** The supplier's history should reflect current capability.

6.1.2.3 After performing and documenting the evaluation, the **quality specialist** shall submit an evaluation report to the QPPL for review and concurrence.

6.1.3 Perform Quality Program Evaluation (desk assessment)

6.1.3.1 The **quality specialist** shall perform and document an evaluation of the supplier's quality records supplemented with objectively evaluated qualitative and quantitative information.

6.1.3.2 The **quality specialist** shall submit an evaluation report to the QPPL for review and concurrence.

6.1.4 Perform Independent Assessment (on-site visit)

The **quality specialist** shall perform and document, in accordance with QP-10.1, Independent Assessment, an independent assessment of the supplier's technical and quality capability by directly evaluating the supplier's facilities, personnel, and quality assurance program implementation.

6.2 Document Evaluations, Reviews, Surveys, and Assessments

6.2.1 The **quality specialist** shall document (refer to QP-10.1) the evaluation of the supplier by describing the evaluation method(s) used.

6.2.2 The **quality specialist** shall forward the supplier evaluation documentation to the QPPL.

6.2.3 The **QPPL** shall ensure that the methods used for evaluation of the supplier meet the requirements of the RRES-RS Project Quality Management Plan.

6.2.4 The **QPPL** shall send any adverse findings and/or noteworthy observations documented during the evaluation to the responsible RRES-RS Project subcontract administrator and the assigned project leader for further processing (refer to QP-3.4).

6.3 Establish the Qualified Suppliers List

**Note:** RRES-RS/ECR participants should access and view the current revision of the RRES-RS- Project QSL at [http://erproject.lanl.gov/Common/Procedures/RRES\\_RS\\_WEB\\_QSL\\_Rev\\_19.pdf](http://erproject.lanl.gov/Common/Procedures/RRES_RS_WEB_QSL_Rev_19.pdf).

- 6.3.1 The **QPPL** shall develop and implement the QSL (Attachment A) by ensuring the QSL contains the following information:
- A RRES-ECR document catalog number, obtained and assigned to the most current QSL revision number
  - The QSL title, revision number, and QPPL signature block
  - The supplier's company name
  - The supplier's complete address, telephone and fax numbers, and email address
  - The item or service that the supplier is authorized (i.e., qualified) to provide
  - The evaluation method used to qualify the supplier (as described in Section 6.1)
  - The date the supplier was qualified
  - The date the supplier's qualification expires
  - The date the supplier's qualification will be reevaluated to determine continued capability to perform work for RRES-RS/ECR
  - Any additional information or comments addressing the supplier's qualification
- 6.3.2 The **QPPL** shall submit an abbreviated copy of the approved QSL (refer to Attachment B) to the RRES-ECR Web coordinator for placement on the RRES-ECR's internal and external Web pages.
- 6.3.3 The **QPPL** shall ensure the abbreviated QSL contains the following information:
- The title, revision number, document catalog number (e.g., same number as the QSL addressed in action step 6.3.1)
  - Supplier's company name
  - Item or service that the supplier is authorized (i.e., qualified) to provide
  - Date the supplier's qualification expires
  - Any comments applicable to the supplier's qualification
- 6.3.4 The **QPPL** shall review and approve each revision of the QSL and the abbreviated QSL before submitting the abbreviated



QSL to the RRES-ECR web coordinator for publication on RRES-ECR internal and external Web pages.

- 6.3.5 The **QPPL** shall ensure the submission of the approved QSL as a record to the RRES-ECR Records Processing Facility.
- 6.3.6 The **QPPL** shall notify RRES-RS/ECR participants of the latest revision of the QSL (i.e., publication on the RRES-ECR internal and external Web pages).
- 6.3.7 **RRES-RS/ECR participants** shall submit to the QPPL the names of suppliers that need to be evaluated (e.g., qualified) as early as practicable so as not to delay initiation of work activities.
- 6.3.8 The **QPPL** shall ensure that all suppliers are evaluated every three years in accordance with the
  - projected need for the item or service;
  - supplier's history of supplying the specified item or service;
  - results of past supplier evaluation(s);
  - any change in the supplier's organizational structure or ownership; and
  - the ongoing quality of the supplier's performance.

## 7.0 LESSONS LEARNED

- 7.1 Before performing work described in this QP, **RRES-RS/ECR participants** should search for applicable lessons at the DOE Lessons Learned Information Services home page, <http://www.tis.eh.doe.gov/ll/ll.html>, and/or the LANL Lessons Learned Resources Web page, [http://www.lanl.gov/projects/lessons\\_learned/](http://www.lanl.gov/projects/lessons_learned/).
- 7.2 During work performance and/or after the completion of work activities, **RRES-RS/ECR participants** shall submit any applicable lessons learned to the LANL Lessons Learned System located at [http://www.lanl.gov/projects/lessons\\_learned/](http://www.lanl.gov/projects/lessons_learned/).

## 8.0 RECORDS

The **QPPL** shall submit the following records to the Records Processing Facility, in accordance with QP-4.4:

- Completed and revised RRES-ECR Qualified Suppliers List (electronic and hardcopy)
- Completed document signature form

- All correspondence associated with the supplier evaluation (e.g., all evaluation-related correspondence used, discovered, submitted, and/or provided before, during, and/or after the performance of an assessment).

## 9.0 REFERENCES

To implement this QP properly, **RRES-RS/ECR participants** should become familiar with the contents of the following documents, located at [http://erinternal.lanl.gov/home\\_links/Library\\_proc.shtml](http://erinternal.lanl.gov/home_links/Library_proc.shtml):

- RRES-RS Program Quality Management Plan
- QP-2.2, Personnel Training Management
- QP-3.4, Corrective Action Process
- QP-4.4, Record Transmittal to the Records Processing Facility
- QP-4.10, Document Development and Approval Process: Peer Review not Required
- QP-5.3, Readiness Planning and Review
- QP-7.1, Procurement
- QP-7.3, Subcontractor Evaluation
- QP-10.1, Independent Assessments

**RRES-RS/ECR participants** implementing this QP should also become familiar with the Laboratory Institutional Evaluated Supplier List at <http://ps.lanl.gov/source/orgs/ps/ps1/set.shtml>.

## 10.0 ATTACHMENTS

The **RRES-RS/ECR participants** using this QP may locate all forms associated with this procedure at <http://erinternal.lanl.gov/Quality/user/forms.asp>.

Attachment A: RRES-ECR Qualified Suppliers List (1 page)

Attachment B: RRES-ECR Qualified Suppliers List Web Page (1 page)

[Using a CRYPTOCARD, click here to record "self-study" training to this procedure.](#)

If you do not possess a CRYPTOCARD or encounter problems, contact the RRES-ECR training specialist.

## Attachment A, RRES-ECR Qualified Suppliers List

Refer to RRES-ECR QP-7.2, Supplier Evaluation, for specific requirements controlling this QSL.

[illegible]

QPPL: \_\_\_\_\_

Date

**Los Alamos National Laboratory**  
**RRES-ECR**

## Attachment B, RRES-ECR Qualified Suppliers List Web Page

Revision \_\_\_\_\_, Date: \_\_\_\_\_

**Supplier's Name**

**Qualification expired**

## Comments

QPPL: [Signature on file]  
Print name then sign

Date \_\_\_\_\_

Los Alamos National Laboratory  
RRES/ECR